

## Guidelines for Office of President

TERM: One (1) Year

ELECTION: N/A Term immediately follows the year served as President-elect

It is suggested that NSLHA Presidents participate as a Board member for at least one year prior to assuming the office of President-elect. Customarily, the period between the state convention and the meeting in January when the new officers assume their duties is a time of shared responsibility between the office of President-elect and President. The primary responsibility remains with the President. The new President is responsible for ensuring that a January meeting is planned and an agenda is published. Agenda distribution is coordinated by the management firm.

The President, together with the Board of Directors, should establish priorities in January. These priorities include business from the previous year. During the first meeting, it seems appropriate to expect the incoming President to attempt to “set the tone” for the upcoming year.

The President is responsible for setting the agenda, conducting and managing Board Meetings in a timely manner. The Board of Directors determines the length of the discussions, etc., but the President is expected to maintain the flow and forward motion of the meetings.

Listed in the By-laws are the formal mandates from the Association to the Association President. Those mandates require an understanding of how the Board of Directors functions, and negotiations with the Board of Directors and the members regarding administration of the business of the Association.

The President’s job consists primarily of administrative duties in terms of providing some structure in which the organization may function most effectively. The second primary responsibility is to represent the organization in various ways, both to its own members and to the public. While this may be interpreted in as many ways as there are future Presidents, Past Presidents have tried some of the following techniques:

- A. Sending a brief note welcoming new Board of Directors Members.
- B. Sending brief notes to Committee Chairs and other persons within the organization to provide them with encouragement for the work that they are doing. Sending brief newsletters to Board of Directors and Committee Chairs to maintain high visibility of NSLHA, both for the Board of Directors as a body, and the membership represented by the Committee Chairs.
- C. Sending thank you notes to Board of Directors and/or members for work they have done or work completing an office term.
- D. Answering mail, phone calls and/or emails promptly (within the constraints of our voluntary status—each person has other responsibilities which is understood by the Board of Directors).
- E. Sharing mail judged to be “pertinent” with other officers of the full Board of Directors, as appropriate
- F. Responding to a respectable number of inquiries for information from other agencies, such as CSAP and ASHA. Maintaining close liaison with ASHA and the CSAP regarding critical issues and future growth.
- G. Encouraging public relations activities, including participation when possible.
- H. Visiting agencies, campuses, and organizations when invited.
- I. Maintaining regular communication with the Association lobbyist and Legislative Affairs Committee Chairs, to ensure timely attention and careful monitoring of issues related to professional concerns. Such communication and associated activities might include:
  1. Testifying when needed for legislative affairs and special hearings.
  2. Assisting organization and facilitation of campaigns to inform individuals making legislative or ruling decisions in the best interest of persons served by our profession and of the profession itself.
  3. Maintaining awareness of legislative affairs, either personally, through briefing from the lobbyist, or from Legislative Affairs Committees Chairs.
- J. Maintaining contact with the Licensure Board, Nebraska Bureau of Examiners in Speech-Language Pathology.
- K. Maintaining frequent communication with Management Firm.

L. Attending Council of State Association Presidents' Meeting.

**Nebraska Speech-Language and Hearing Association  
Deadlines for Office of President**

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| January   | <ul style="list-style-type: none"><li>•Attend Board Meeting</li><li>•Attend Continuing Education Meeting</li><li>•Write President's message for the February <i>The Networker</i> *</li><li>•Speak at Senators' Breakfast</li></ul>  |
| February  | <ul style="list-style-type: none"><li>•Follow up with Board business</li><li>•Write letters for membership drive</li><li>•Touch base with Executive Administrator regarding membership drive</li></ul>   |
| March     | <ul style="list-style-type: none"><li>•Submit items for Board Agenda</li></ul>   |
| April     | <ul style="list-style-type: none"><li>•Attend Board Meeting</li><li>•Attend Continuing Education Meeting</li><li>•Write President's message for the May <i>The Networker</i> *</li><li>•Attend Better Hearing &amp; Speech Month Proclamation</li></ul>  |
| May       | <ul style="list-style-type: none"><li>•Follow up with Board business</li><li>•Attend annual meeting of the Council of State Association Presidents (CSAP)</li><li>•Write thank you for attending Proclamation to BH/SM Reps. and cc to SLP</li></ul>   |
| June      | <ul style="list-style-type: none"><li>•Submit items for Board Agenda</li><li>•Write article on CSAP meeting</li></ul>  |
| July      | <ul style="list-style-type: none"><li>•Attend Board Meeting</li><li>•Attend Continuing Education Meeting</li><li>•Write President's message for the August <i>The Networker</i> *</li></ul>  |
| August    | <ul style="list-style-type: none"><li>•Follow up with Board business</li><li>•Meet with President-elect, Treasurer and Executive Administrator to prepare the budget</li><li>•Check with President-elect to ensure convention awards have been ordered</li><li>•Send picture and letter to NSLHA Director for convention program</li></ul>     |
| September | <ul style="list-style-type: none"><li>•Submit items for Board Agenda</li></ul>   |
| October   | <ul style="list-style-type: none"><li>•Attend Board Meeting</li><li>•Attend Annual Convention</li><li>•Conduct Annual Membership Meeting and Awards Luncheon</li><li>•Write final President's message for the November <i>The Networker</i> *</li><li>•Schedule Board Transition Meeting for October, November or December if needed</li></ul> |
| November  | <ul style="list-style-type: none"><li>•Follow up with Board business</li><li>•Update Procedure Manual</li></ul>  |
| December  | <ul style="list-style-type: none"><li>•Submit items for Board Agenda</li><li>•Read through duties of Past President</li></ul>  |

\* Deadlines for the quarterly publication of *The Networker* are set by the Editor(s). Currently, the Editor(s) request that the President's Message be submitted by the 21<sup>st</sup> of the month prior to publication.

**NSLHA Web Site [www.nslha.org](http://www.nslha.org)**

The President and Executive Administrator share the responsibility of updating and maintaining the Association web site, [www.nslha.org](http://www.nslha.org). This includes approving content submitted by members and non-members; ensuring compliance with *Policies for NSLHA Newsletter (Networker and Web Site ([www.nslha.org](http://www.nslha.org)))*; and consulting with *Pickering* (the local technology and communication marketing firm that hosts the site), if needed. Training for the incoming President is provided by the Executive Administrator before assuming the office of President in January.